

From: [Fuentes, Tonya R CIV AD, 11.0](#)
To: [DONFOIA-PA](#)
Cc: [Fuentes, Tonya R CIV AD, 11.0](#)
Subject: RE: Action Item due June 21, 2013 - Quarterly FOIA Reporting
Date: Thursday, June 20, 2013 13:32:58
Attachments: [FOIA Quarterly Report 3rd Qtr.pdf](#)

Attached is the quarterly report for NAVAIR. The time for processing is a total of 1.5 hours for this office and a total of .5 hours per field activity (x7) for a total of 5 hours spent.

If all field activities were up to date in case tracker it would have been a half hour for me to run total report.

Thanks,

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-----Original Message-----

**From:** (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA  
**Sent:** Monday, June 10, 2013 10:52  
**To:** Adams, Holly A CIV ONR, 011G; Aguon, Lisa S. CIV CPF N00J; Alvers, Linda J CIV USFF, N01P; Ball, Pamela C. CAPT FORCE JUDGE ADVOCATE, PENSACOLA; Bortz, Laurie R CIV OCHR, 00E; (b) (6)  
(b) (6) LT COMUSNAVSO/C4F, JAG; Chase-Ramsey, Patricia E CIV NAVINSGEN, N00KS; (b) (6)  
(b) (6) LCDR OJAG, CODE 13; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV  
DON/AA; (b) (6) Crowther, Norma CIV; (b) (6) CIV NCIS, Code 00L;  
Donovan, Janet R RDML DJAG (RA&O); Erdmann, Eric ; (b) (6) ; Fuentes, Tonya R CIV AD, 11.0;  
Garcia, Della ; German, David Paul CIV; (b) (6) CDR JAGC, USN; Gray, Alison L CIV OCHR,  
00E; (b) (6) LT RLSO HAWAII, PEARL HARBOR; Hamlin, Donna M CIV NAVSEA, SEA  
COS; (b) (6) CIV NAVSAFECEN, 055D; (b) (6) ENS COMNAVRESFORCOM, N14;  
(b) (6) CIV NAVFAC HQ, FM; James, Susan C CIV SPAWAR, 35000; Jones,  
Daniel A, NAVHISTHERITAGECOM; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6)  
LCDR CNIC HQ, N00; (b) (6) CIV ONRA, 00CC; (b) (6) CIV NAVAUDSVC; Martin,  
Gregory J CIV NAVHISTHERITAGECOM, Asst. Director, Hist. & Archives; Mastowski, Kristen ; (b) (6)  
(b) (6) LCDR COMUSNAVCENT/COMFIFTHFLT; (b) (6)  
(b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LT CNIC HQ, N00; (b) (6)  
CIV RLSO, NDW; (b) (6) CIV NETC, Legal; (b) (6) LT  
OJAG, Code 16; (b) (6) CIV CNRFC, N00J; (b) (6) CIV Legal, 11.0; (b) (6)  
(b) (6) CIV CNRFC, N00J; (b) (6) LCDR OJAG, CODE 13  
**Subject:** Action Item due June 21, 2013 - Quarterly FOIA Reporting  
**Importance:** High

DON FOIA Community,

Please be advised that DOJ is requiring Quarterly FOIA reporting. The DON consolidated submission is due to DNS-36 no later than COB Friday, June 21st.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidate the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA mailbox or the service line at 202-685-0412, and our team will expedite your request.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,

Robin Patterson

Head, DON FOIA/PA Program Office (DNS-36)

CNO Office of The Director, Navy Staff

Organization and Management Division

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